

347—1.21(17A) Petition for rule making.

1.21(1) Form for petition. Any person or agency may file a petition for rule making with the division at the office of the division. A petition is deemed filed when it is received by the commissioner. The division will provide the petitioner with a file-stamped copy of the petition if the petitioner provides the division an extra copy for this purpose. The petition must be typewritten or legibly handwritten in ink and must substantially conform to the following form:

DIVISION OF LABOR SERVICES

Petition by (Name of Petitioner)	:	
	:	
for the (adoption, amendment, or	:	PETITION FOR
	:	
repeal) of rules relating to	:	RULE MAKING
	:	
(state subject matter).	:	

The petition must provide the following information:

1. A statement of the specific rule-making action sought by the petitioner including the text or a summary of the contents of the proposed rule or amendment of a rule and, if it is a petition to amend or repeal a rule, a citation and the relevant language to the particular portion or portions of the rule proposed to be amended or repealed.
2. A citation to any law deemed relevant to the division's authority to take the action urged or to the desirability of that action.
3. A brief summary of petitioner's arguments in support of the action urged in the petition.
4. A brief summary of any data supporting the action urged in the petition.
5. The names and addresses of other persons, or a description of any class of persons, known by petitioner to be affected by, or interested in, the proposed action which is the subject of the petition.
6. Any request by petitioner for a meeting provided for by 1.21(4).

The petition must be dated and signed by the petitioner or the petitioner's representative. The petition must also include the name, mailing address, and telephone number of the petitioner or petitioner's representative, and a statement indicating the person to whom communications concerning the petition should be directed.

The division may deny a petition because it does not substantially conform to the required form.

1.21(2) Briefs. The petitioner may attach a brief to the petition in support of the action urged in the petition. The division may request a brief from the petitioner or from any other person concerning the substance of the petition.

1.21(3) Inquiries. Inquiries concerning the status of a petition for a rule making may be made to deputy labor commissioner at the division.

1.21(4) Division consideration. Within 14 days after the filing of a petition, the division will submit a copy of the petition and any accompanying brief to the administrative rules coordinator and to the administrative rules review committee. Upon request by petitioner in the petition, the division will schedule a brief and informal meeting between the petitioner and the commissioner or a member of the staff of the division, to discuss the petition. The division may request the petitioner to submit additional information or argument concerning the petition. The division may also solicit comments from any person on the substance of the petition. Also, comments on the substance of the petition may be submitted to the division by any person.

Within 60 days after the filing of the petition, or within any longer period agreed to by the petitioner, the division will, in writing, deny the petition, and notify the petitioner of the division's actions and the specific grounds for the denial, or grant the petition and notify the petitioner that it has instituted rule-making proceedings on the subject of the petition. The petitioner shall be deemed notified of the denial or grant of the petition on the date when the division mails or delivers the required notification

to the petitioner. The denial of a petition because it does not substantially conform to the required form does not preclude the filing of a new petition on the same subject that seeks to eliminate the grounds for the division's rejection of the petition.